

LOCAL VENDOR PREFERENCE (LVP) POLICY

1. **Definitions** – For purposes of implementing this policy the following definitions are made:
 - a. **“City of Leesburg”** shall be defined to mean within the city limits or boundaries of the City of Leesburg, Florida;
 - b. **“Business Office” or “Full Time Sales Office”** shall be defined as follows:
 - i. The business must have continuously offered for trade products or services at a business address or addresses located within the 20-mile radius for the six months prior to the bid opening date for which the preference is requested.
 - ii. The business must employ at least one full-time employee; maintain office hours of at least 32 hours per week, Monday through Friday; maintain a phone number available to the public; and display a permanently installed sign in a prominent exterior location at the business address which states the name of the business.
 - iii. The place of business must operate on or in property properly zoned for the type of business activity.
 - c. **“20-Mile Radius”** shall be defined to mean the primary business office or a full time sales office of the vendor is located within a 20 mile radius of City Hall located at 501 W. Meadow Street, Leesburg, Florida 34748. The 20-mile radius will be determined and verified through the City Geographical Information System (GIS) Division.
 - d. **“Local Vendor”** shall be defined as the primary business office or a full time sales office of the vendor is located within a 20-mile radius of Leesburg City Hall located at 501 W. Meadow Street, Leesburg, Florida, 34748. The 20-Mile radius shall be defined by the City Geographic Information System (GIS) 20-Mile radius map.
 - e. **“Competitive Solicitation”** shall be defined as the solicitation of two or more qualified sources by invitation or public notice for the same requirements where the budgeted amount or estimated purchase cost is \$25,000.00 or more.
2. **Preference** – Except where otherwise provided by federal or state law or other funding source restrictions, purchases of goods and services under the Purchasing Policy shall give preference to local business as follows:
 - a. Under a Competitive Solicitation, the City may give a preference to a Local Vendor in the amount of five percent (5%) of the bid price or \$25,000, whichever is less.
 - b. Procurement of Professional Services as governed by State of Florida statute 287.055 - Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; better known as the “Consultants Competitive Negotiation Act (CCNA)”. State of Florida statute 287.055 section (4)(a) provides for ‘location’ as a factor in the competitive selection. Under this policy,
 - i. A Local Vendor will receive ten (10) points for locale to be included in the evaluation,

- ii. Responding vendors not meeting the Local Vendor requirements will not be awarded any points for locale,
 - iii. Ten (10) points are awarded Local Vendors regardless of the project budget amount provided State of Florida statute 287.055 is applicable.
 - c. Procurement of services using a Request for Proposal/Qualification not governed by State of Florida statute 287.055. Under this policy, when a Request for Proposal or Request for Qualifications is used to procure services not governed by State of Florida statute 287.055;
 - i. A Local Vendor will receive ten (10) points for locale to be included in the evaluation,
 - ii. Responding vendors not meeting the Local Vendor requirements will not be awarded any points for locale,
 - iii. Ten (10) points are awarded Local Vendors regardless of the project budget amount provided State of Florida statute 287.055 is applicable.
3. **Application and Calculation** – The five percent (5%) preference will be applied or calculated as follows:
- a. Bid price of the non-local vendor + 5% of low bid price = Preference Adjusted Low Bid.
 - b. If the bid price of the lowest Local Vendor is lower than or equal to the Preference Adjusted Low Bid price of the non-local vendor and the Local Vendor is determined to be a responsive and responsible bidder, recommendation of award will be to the Local Vendor.
4. **Suspension of Policy**
- a. Application of this policy may be waived in the following circumstances:
 - a. Emergency Event – If an emergency event is declared by the City application of this policy may be suspended by the Purchasing Manager.
 - b. Emergency Purchases – This policy may be waived on purchases deemed an ‘Emergency Purchase’ as defined in the City of Leesburg Code of Ordinance.
 - c. Increased Participation - This policy may be waived by the Purchasing Manager if doing so would increase participation in a specific solicitation.
 - d. Best Interest of the City – The Purchasing Manager may waive this policy if doing so is in the best interest of the City.
 - e. Exceeds Budget/Funding - The City Commission may choose to not apply the Local Vendor Policy where the intended award amount to a Local Vendor exceeds the available budget or funding allocated to the expenditure.